

## THE POSITION

Working for Local Government Services and assigned to MTC, The incumbent will act as project support staff for the development and implementation of the Freeway Performance Initiative. The primary goal of this initiative is to develop a comprehensive strategic plan to guide decisions for the next generation of freeway investments in the Bay Area. The work will focus on detailed multi-modal reviews of traffic operations on the major freeway corridors in the region, including arterials and transit systems that parallel the freeway. Products to be developed include documentation of existing traffic problems, high-level conceptual strategies for efficient management of each corridor, and prioritized lists of short-term and long-term candidate projects to maximize the performance and safety of each corridor.

### Experiences include:

- Freeway corridor analysis
- Freeway and arterial system management strategies
- Intelligent transportation systems
- Transportation system performance monitoring
- Project and contract management
- Transportation financing and programming

### Typical assignments include:

- Coordinate freeway corridor studies as part of MTC's Freeway Performance Initiative. Work with Caltrans, congestion management agencies and local transportation agencies to perform studies and develop projects to improve the reliability and safety of the Bay Area freeway system.
- Guide and monitor work of on-call technical support consultants for freeway corridor analysis. Provide direction and review of delivered products. Ensure compliance with project schedules.
- Analyze traffic data to assist in the development and prioritization of appropriate congestion mitigation strategies.

## THE IDEAL CANDIDATE

- Monitor contractor invoices to assure accuracy and conformance to contracts.
- Develop meeting agendas, identify key problems requiring staff attention, and assist in staff efforts to resolve program issues.
- Other duties could include transportation analysis and engineering assignments as needed in the Section.

The ideal Freeway Performance Initiative Program Coordinator will have a master's or a bachelor's degree from an accredited college or university, in an appropriate discipline such as transportation or urban planning, traffic engineering, public policy/administration, or information systems.

Completion of a minimum of one year of experience within the last five years, that is progressive and verifiable professional level work in a field related to the discipline. One year of graduate work in a discipline directly related to the position may be substituted for the required experience. Additional professional work experience is preferred.

Knowledge of: Principles and techniques of quantitative analysis; computer applications related to complex databases and spreadsheets; principles of freeway traffic operations; transportation planning, funding, and programming; procurement and contract management; and techniques to facilitate interagency coordination.

Ability to: Review, analyze and interpret data to develop useful conclusions and recommendations; prioritize and undertake multiple tasks; develop work scopes, procure consultants and manage projects and contracts; manage technical projects that achieve objectives; communicate effectively, both orally and in writing; effectively work in a team environment; develop and implement project budgets; and perform invoice management and other related activities.

## THE COMMUNITY

The Freeway Performance Initiative is led by the Highway & Arterial Operations section, but involves coordination with numerous other sections within MTC. Substantial coordination is also required with staff from Caltrans District 4 and the Bay Area congestion management agencies. The intent of this initiative is to develop freeway corridor strategies collaboratively with our partner agencies.



### THE ORGANIZATION

MTC is comprised of three agencies in one:

**MTC** — Created by the Legislature in 1971, the Metropolitan Transportation Commission is the transportation planning, coordinating, and financing agency for the 9-county San Francisco Bay Area. MTC distributes over \$1 billion per year in local, state, and federal funds to transportation projects and services.

**BATA** — Created by the Legislature in 1998 to administer the base toll on the bridges, BATA is now responsible for the entire \$4 toll, including overseeing the Toll Bridge Seismic Retrofit Program.

**SAFE** — Created by the Legislature in 1988, SAFE oversees the region's network of call boxes and the Freeway Service Patrol. Partnering with Caltrans and the CHP on Freeway Incident Management. The SAFE program includes operation of over 2,111 call boxes and 83 roving tow trucks on the Bay Area's highways with a total budget in excess of \$15 million.

The chosen candidate has employment through Local Government Services (LGS), Joint Powers Agency. The salary for the Freeway Performance Initiative Program Coordinator starts at \$33.00 (depending upon additional qualifications, salary may be up to \$49.00 per hour). Local Government Services offers an attractive benefits package including:

Insurance – Employer-paid premiums for medical, dental, vision, as well as life insurance at one times annual salary.

Retirement Plan – PERS with a 2% @55 plan and employer paid member contributions.

Leaves – Vacation, sick Leave, and administrative leave of:

- Vacation of 12 days/year.
- Holidays of 10 days/year.
- Sick leave of 12 days/year accrued.
- Administrative leave of up to 1 day/year.

Other benefits include:

- A transportation allowance.

For information about MTC, see its website at [www.mtc.ca.gov](http://www.mtc.ca.gov).

This position is a full-time limited duration assignment through June 30, 2010. Continuation of the position is subject to annual budget approval.

If you are interested in this outstanding opportunity, please submit via the web address of [www.calopps.org](http://www.calopps.org). Look for the position under “member agencies” Local Government Services where you can apply online. Fill out the online application form and cut and past a cover letter and resume into the additional comments section. All application materials must be made on line at CalOpps by **Wednesday, November 4, 2009** to:

#### Local Government Services

Following the closing date, resumes will be screened according to the qualifications outlined in this brochure. The most qualified candidates will be invited to an interview. A select group of candidates will be asked to provide references once it is anticipated that they may be finalists. A background check to verify information supplied in the application materials will be conducted following candidate notification of a job offer.



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## Freeway Performance Initiative Program Coordinator

To be considered for this Limited Duration assignment with Metropolitan Transportation Commission apply to Local Government Services



Metropolitan  
Transportation  
Commission

#### Salary:

Starting at \$33.00 per hour

(depending upon additional qualifications,  
salary may be up to \$49.00)

**Apply by Wednesday, November 4, 2009**